

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

SOCIAL SERVICES ADMINISTRATIVE SUPERVISOR

JOB DESCRIPTION

Employees in this job serve as paraprofessional office administrative supervisors, directing the work of clerical, technician, or aide equivalent staff, assigned to a Family Independence Agency county or district office. The subordinate staff has fiscal management responsibility, and a variety of other office management activities such as; facilities management, procurement, data processing, personnel, and labor relations. The work is performed through the application of a body of knowledge related to the methods, practices, procedures, policies, regulations, and laws of this field.

There are two classifications in this job.

Position Code Title – Social Services Administrative Supervisor-1

Social Services Administrative Supervisor 11

At this level, an employee serves as a first-line supervisor directing the work of clerical and aide equivalent employees.

Position Code Title – Social Services Administrative Supervisor-2

Social Services Administrative Supervisor 12

At this level, an employee serves as a second-line supervisor directing the work of clerical, technician, or aide equivalent employees through subordinate supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

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Maintains records, prepares reports, and composes correspondence relative to the work.

Reviews and interprets goals and objectives of the work area in order to resolve problems, make recommendations for changes in instructions and/or guidelines, and assure the adequacy of work products.

May assist county or district director in the development of budget requests for presentation to the county board.

Functions as the personnel liaison between the county or district office and the central office human resources staff.

Conducts and directs the review and evaluation of vendor contracts, rental leases, permits, time and attendance reports, personnel forms, staffing allocations, financial allocation reports, equipment allocation reports, and operational reports that are necessary to effectively manage the office.

Develops projections of travel, equipment, and contractual services, supplies, and materials (CSS&M) needs.

Arranges for and oversees security needs of the facility.

Arranges for and oversees the telecommunication system for the facility.

Develops bid specifications, coordinates and monitors vendor contracts for such service as snow removal, cleaning services, lawn maintenance, rubbish removal, and ground's maintenance.

Negotiates with facility landlord to obtain needed repairs, services, and building improvements.

Evaluates space needs, develops floor plans, develops county or district space needs for a new or enlarged facility.

Plans and coordinates moving activities when the office moves to the new facility.

Evaluates, recommends, and implements corrective actions to address audit exceptions.

Oversees data processing and office automation equipment and needs.

Directs office support service activities such as record storage and maintenance, equipment inventory, mail services, stores and purchases, salvage, and the office motor vehicles.

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Monitors ongoing activities in order to anticipate and assess potential or emerging problem areas for office management and develops appropriate responses.

Develops and revises policies and procedures to support and maintain the effectiveness and efficiency of the office management functions.

Supervises the receipt and distribution of supplies and equipment, the maintenance of inventories, and the control of purchases and supplies.

Prepares and/or edits reports for the county or district director.

Performs related work appropriate to the classification level as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 11-level and thorough knowledge is required at the 12-level.

Knowledge of rules, regulations, policies, procedures, precedents, and terminology used in the work.

Knowledge of the techniques of interviewing and of obtaining information.

Knowledge of accounting systems.

Knowledge of office supervision, including organizational analysis, work flow, departmental forms, supplies and equipment; and departmental procedures related to filing, record keeping, correspondence, mail, procurement, stockroom, and duplication.

Knowledge of Civil Service Commission rules and regulations, and merit system practices.

Knowledge of labor relations.

Knowledge of training and supervisory techniques.

Knowledge of employment policies and practices.

Knowledge of equal employment opportunity and affirmative action policies and practices.

Knowledge of the Department of Management and Budget facilities management, leasing, and contractual processes.

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Ability to interpret, explain, and apply complex laws, rules, and regulations.

Ability to conduct training and information sessions.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of an associate's degree with not less than 8 semester (12 term) hours in accounting courses.

Experience

Social Services Administrative Supervisor 11

Two years of experienced E10- level paraprofessional or E9-level technician experience in a business or financial related classification.

OR

One year of experience in a business or financial related classification advanced 11-level or supervisory 10-level paraprofessional or technician supervisor.

OR

One year of experienced P11-level or advanced 12-level professional experience in a business or financial related classification.

OR

Four years of clerical supervisory experience equivalent to the 9-level.

OR

Two years of clerical supervisory experience equivalent to the 10-level.

OR

One year of clerical supervisory experience equivalent to the 11-level.

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OR

Two years of experience as an Assistance Payments Supervisor 12.

OR

Four years of experienced E7-level administrative support experience in a Family Independence Agency county or district office.

Social Services Administrative Supervisor 12

One year of experience as a Social Services Administrative Supervisor 11.

OR

One year of experience in the business or financial related classification as a professional manager, paraprofessional supervisor, or technician supervisory.

OR

Two years of administrative support supervisory experience equivalent to the 12-level.

OR

Two years of experience as an Assistance Payments Supervisor 12.

OR

Two years of administrative support supervisory experience equivalent to the 9-level in a Family Independence Agency county or district office.

Alternate Education and Experience

Completion of two years of college (60 semester or 90 term credits hours) and one year of experience equivalent in responsibility to an Office Supervisor with the Bookkeeping subclass or completion of two years of college (60 semester or 90 term credits hours) and five years of office support experience, including three years equivalent to the Accounting Assistant E7.

Special Requirements, Licenses, and Certifications

Certain jobs may require that only individuals with specific experience qualifications be appointed.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

SOCSADSPV

Job Code Description

Social Services Administrative Supervisor

Position Title

Social Services Administrative Supervisor-1

Social Services Administrative Supervisor-2

Position Code

SOCASPV1

SOCASPV2

Pay Schedule

NERE-179

NERE-180

ECP Group 3

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HET/VLWT/NXN/BHH/SRA